ew Directions



THANK YOU

Regional Office New Directions Coordinator (RO-NDC) sends out 'thank you for your interest' letter



follow-up and

completes the

checklist

RO-NDC telephones person to

Assign, notify or reassign Resource Coordinator (RC)



RO sends "ok to begin" letter which includes:

- dollar figure
- New Directions Individual Plan & Budget (NDIP&B) document
- direction to obtain a Support Broker (SB)
 - o direction that SB must complete a criminal background check
- Fiscal Management Service material

RO sends NDIP&B and Budget cover letter to HO -Fiscal



RO reviews, approves

RO-NDC sends notification letter to person (cc to

SB & RC) to complete MA application and send to



NDIP&B and submits to RO



Person, RC, SB and circle of support do planning:

- complete NDIP&B (which includes budget, Individual Plan, Level of Care & Freedom of Choice forms)
- Choose FMS

RO-NDC services as "consultant" during process

HO-Fiscal copies NDIP&B and gives copy to HQ-Waiver Operations



HQ - Waiver Operations unit

PPROVED HO-Fiscal reviews, approves and authorizes start

HQ-Fiscal submits to DDA Director for approval, with award letter

DDA Director signs award letter. Copies to person, RC, SB, FMS, Region, HQ-Waiver **Operations**



Hire and Train Staff



HQ-Waiver

Operations reviews for completeness:

- Plan
- Services
- Level of Care
- Choice

Waiting for MA application



MA application received, HO-Waiver Operations submits Authorization to Participate (ATP) to DEWS

DEWS approves

or denies and notifies HO-**Waiver Operations**

